

# TEAL and ECOS Access Instructions for Entities

These instructions are for employees of Educational Service Centers (ESCs), Educator Preparation Programs (EPPs), Districts, and Charter Schools that require access to the Educator Certification Online System (ECOS) for Entities.

**Tip:** Individuals wishing to access their Educator Account in ECOS may follow the [appropriate instructions to gain access to their Educator Account through TEAL](#).

TEAL is the security gateway to TEA web resources. To access your ECOS for Entities Account, you will need a TEAL profile that is set up with the correct organization and role(s) for the functionality you handle within ECOS. To review the roles available for ECOS for Entities, there is a reference table [at the end of this document](#).

## What would you like to do?



I do not have a TEAL account and [need to create one](#).



I already have a TEAL account but [need to request access to ECOS for Entities](#).



I already have a TEAL account and ECOS for Entities but [need to add or remove a role](#).



I want to [review Entity roles for ECOS](#).

# TEAL and ECOS Access Instructions for Entities

## I Need to Create a TEAL Account

Complete these steps only if you do not already have a TEAL account.

1. Go to the TEAL login page at <https://tealprod.tea.state.tx.us/> and click **Request New User Account**.



### TEAL Login (TEAL)

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:  [Show Password](#)

[Forgot your password?](#)  
[Forgot your username?](#)

[Help for Request Process](#) | [Help for Educator Account Setup](#)  
[Help with Password Reset](#)

**WARNING:** Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

[TEA Home Page](#) | [Web Policy and Accessibility](#)

For help with account access, please enter a request at the online [TEA Help Desk](#).

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# TEAL and ECOS Access Instructions for Entities

2. Enter required information on the TEAL profile page. Select the appropriate **Organization Type** and click **Submit**.

The screenshot shows a web form for creating a TEAL profile. It includes fields for First Name, Middle Name, Last Name, and Suffix. There are also fields for Primary Email Address, Verify Primary Email Address, and Secondary Email Address. Birth information is collected via Birth Month, Birth Day, and Birth Year. A dropdown menu for Organization Type is open, showing options: Educator, District, Charter, ESC, Private School Staff, Internal TEA Contractor, Internal TEA Employee, and Other. Other fields include Job Title, Phone Number, Cell Phone Number, Street Address, City, and Country.

3. On the next screen, create a new password.

The screenshot shows the 'Texas Education Agency User and Access Management' page. Under the heading 'Create Your New Password', there is a note: 'NOTE: Passwords are case sensitive, so ensure that your CAPS Lock is not set to On.' Below this, it states 'Make sure the password conforms to the TEAL password rules. Your password MUST:' followed by a list of requirements: 8-30 characters long, contain letters, numbers, and special characters, be different from previous passwords, not contain variations of 'password', not repeat characters more than 2 times, and not include the user name. At the bottom, there are input fields for Username (pre-filled with 'New.Account'), New Password, and Confirm Password, each with a 'Show Password' button, and a 'Submit' button.

# TEAL and ECOS Access Instructions for Entities

- After you log in, you will need to set up three security questions. Click **Save Changes**.

Texas Education Agency  
User and Access Management [Logout](#)

**Your security questions need to be set up or updated.**

Please choose three security questions from below and provide answers. These questions are required and will be used to recover your password if you forget or lose it. These answers are confidential and will not be used for any other purpose.

Please be sure to note the exact answer, including punctuation, because the system needs the exact response to recover your password.

\* Question 1:   
\* Question 1 Answer:

\* Question 2:   
\* Question 2 Answer:

\* Question 3:   
\* Question 3 Answer:

[Save Changes](#) [Cancel](#)

- From the Applications tab, you will be able to request access to ECOS for Entities.

## I Need to Request Access to ECOS for Entities

Complete these steps if you have created a TEAL account.

- Once you log into TEAL, you will see the Self-Service menu on the left and the Applications tab to the right. From the Self-Service menu, click **My Application Accounts**.

**Tip:** If you already have a link for your organization that appears under the Educator Certification Online System for Entities header, you may want to proceed to [instructions for adding or removing an Entity role](#).

Texas Education Agency  
User and Access Management Welcome, New Account [Logout](#)

**Self-Service**

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts**
- Edit My User Information

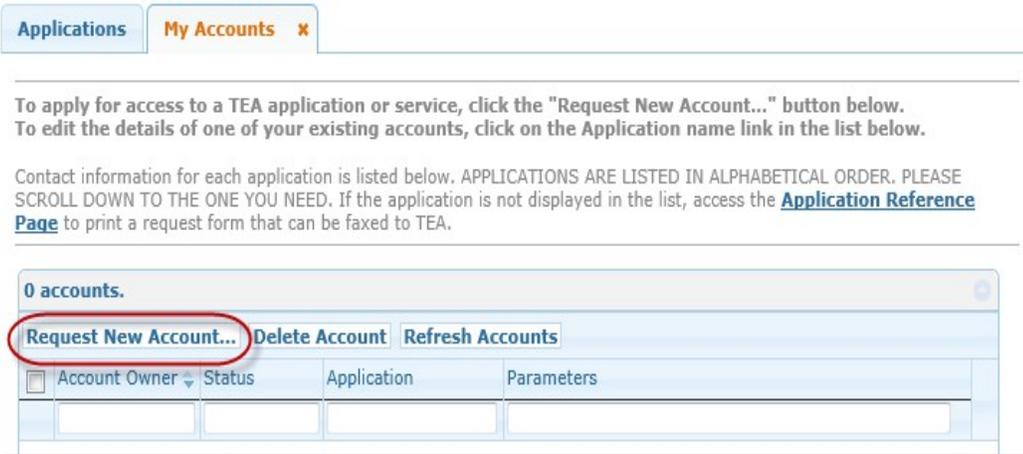
**Applications**

You do not have access to any applications at this time.

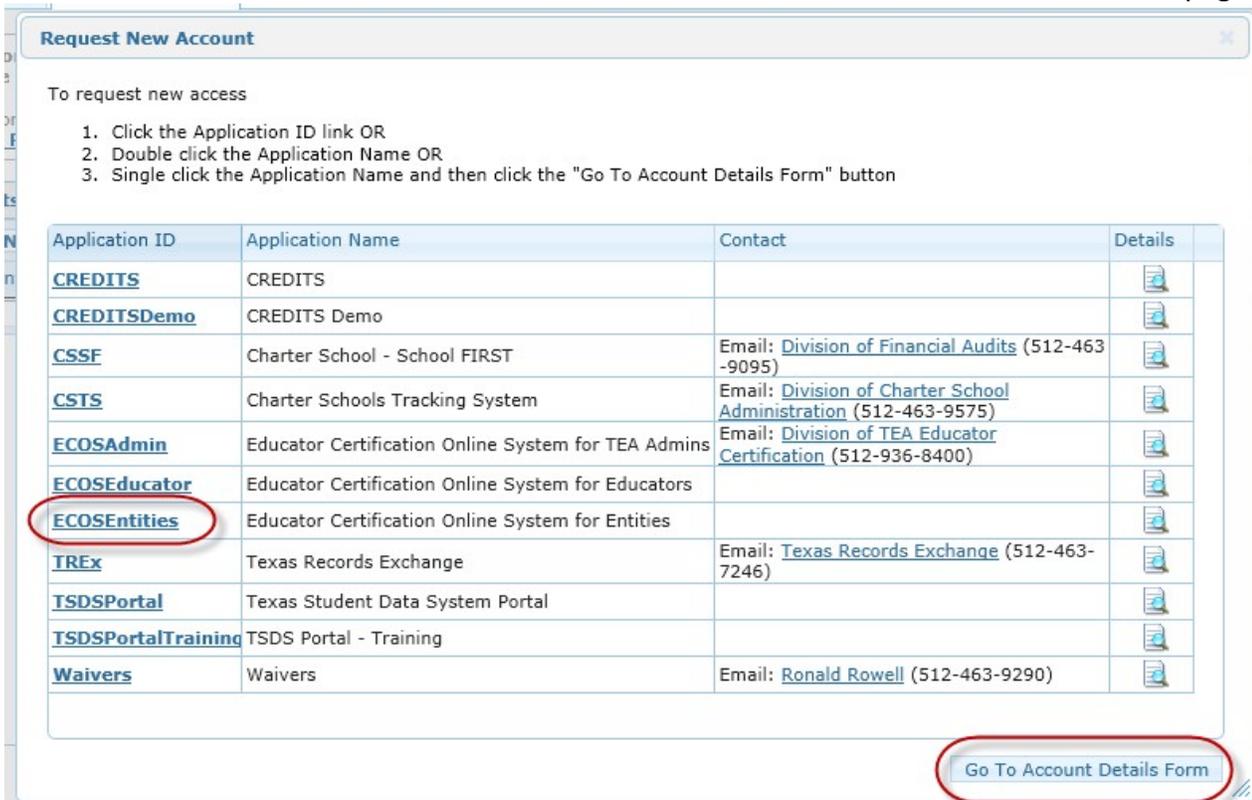
[Apply for Access](#)

# TEAL and ECOS Access Instructions for Entities

2. Then click **Request New Account**.

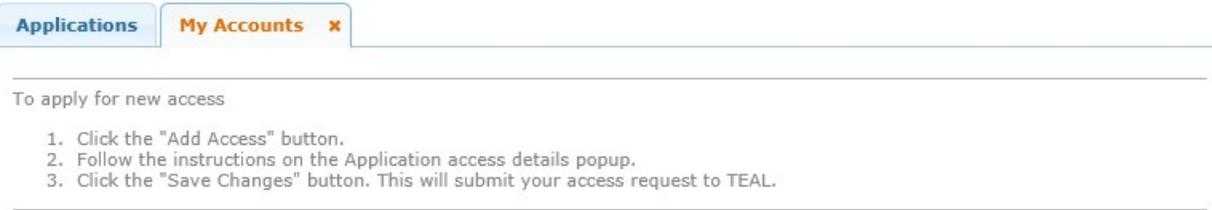


3. Click on **ECOSEntities** and then click **Go To Account Details Form** at the bottom of the page.



# TEAL and ECOS Access Instructions for Entities

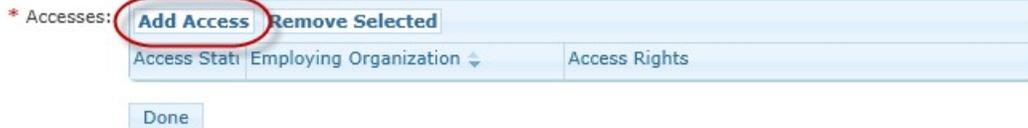
4. Click on **Add Access** on the My Accounts tab.



Application Name:

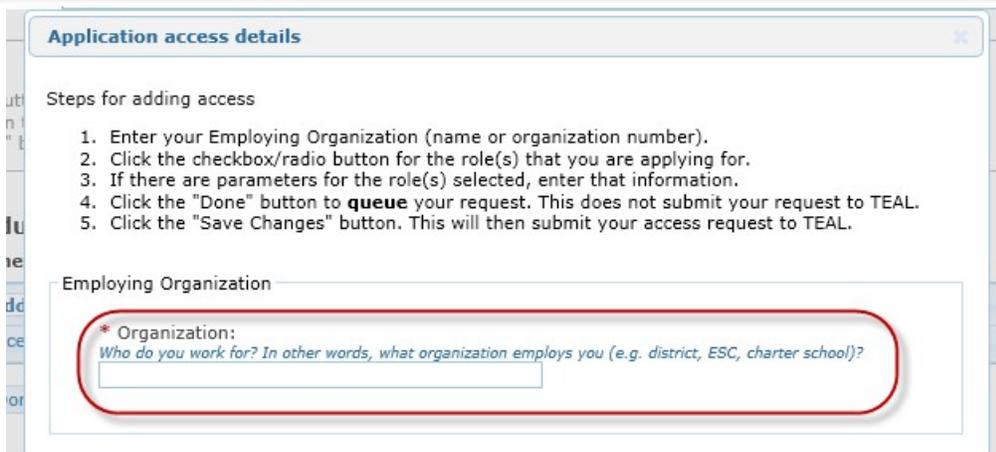
**Educator Certification Online System for Entities**

User ID: **mary.texan**



5. Enter your **Employing Organization** name or county/district number in the Application access details page. This should be the organization you work for.

**Tip:** As you begin typing a name or county/district number, the system will display a list for you.

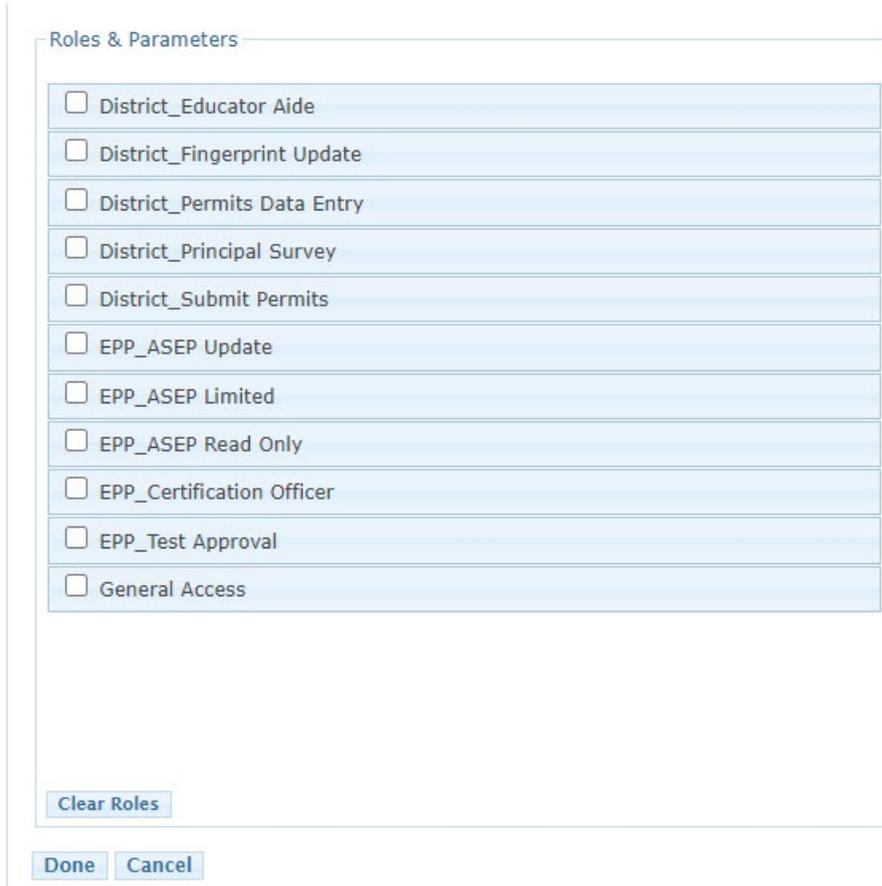


*The more characters or numbers you provide, the more specific the list will be.*

## TEAL and ECOS Access Instructions for Entities

- Under the Roles & Parameters section, you can select the Entity roles you need for the required functionality in ECOS.

*Tip: You can [review a list of roles and descriptions](#) at the end of the document.*



The screenshot shows a web interface titled "Roles & Parameters". It contains a list of roles, each with an unchecked checkbox. The roles are: District\_Educator Aide, District\_Fingerprint Update, District\_Permits Data Entry, District\_Principal Survey, District\_Submit Permits, EPP\_ASEP Update, EPP\_ASEP Limited, EPP\_ASEP Read Only, EPP\_Certification Officer, EPP\_Test Approval, and General Access. Below the list is a "Clear Roles" button. At the bottom of the interface are "Done" and "Cancel" buttons.

Role Name	Selected
District_Educator Aide	<input type="checkbox"/>
District_Fingerprint Update	<input type="checkbox"/>
District_Permits Data Entry	<input type="checkbox"/>
District_Principal Survey	<input type="checkbox"/>
District_Submit Permits	<input type="checkbox"/>
EPP_ASEP Update	<input type="checkbox"/>
EPP_ASEP Limited	<input type="checkbox"/>
EPP_ASEP Read Only	<input type="checkbox"/>
EPP_Certification Officer	<input type="checkbox"/>
EPP_Test Approval	<input type="checkbox"/>
General Access	<input type="checkbox"/>

Clear Roles

Done Cancel

“District” roles are for employees of public school districts or charters schools.

“EPP” roles are for employees of approved Educator Preparation Programs.

## TEAL and ECOS Access Instructions for Entities

7. Check the boxes for all appropriate roles. For each selected role, you will need to enter the **Authorizing Organization**. Comments may also be required. Once you have selected your desired roles, select **Done** at the bottom of the page.

**Tip:** The Authorizing Organization is usually the same as your employing organization. For those that need to access another organization's certification data (i.e. - ESCs assisting districts), this would be the name or county/district number of the other organization as they will have to authorize your access to their certification data.

The screenshot displays the 'Roles & Parameters' configuration window. At the top, the role 'District\_Educator Aide' is selected with a checked checkbox. Below this, a description box states: 'Allows read and write access to the User Profile menu, the Entity Change Address menu, and the Educational Aide menu which includes "Educational Aide List", "Search for Educator", "Search Add/Edit Applicants".' Two fields are highlighted with red boxes: '\* Authorizing Organization:' with the subtext '(Whose data do you need to see? In other words, which organization's data do you need access to view or work with?)' and '\* Comments:' with the subtext '(Please provide your title and role with the authorizing organization. In other words, what is your current position?)'. Below these are two unselected roles: 'District\_Fingerprint Update' and 'District\_Resume Data Entry'. At the bottom, there is a 'Clear Roles' button and two buttons, 'Done' and 'Cancel', both of which are highlighted with red boxes.

# TEAL and ECOS Access Instructions for Entities

8. On the next page, click **Save Changes** at the bottom of the page to submit your request for access.

The screenshot shows the 'My Accounts' tab selected. The application name is 'Educator Certification Online System for Entities' and the user ID is 'mary.texan'. A warning message states: 'A change has been requested but has not been submitted. To submit your request, click on the Save button located on the bottom of the screen.' Below this is a table of access requests:

* Accesses:		
Add Access Remove Selected		
Access Stat	Employing Organization	Access Rights
New	BIG TEXAS ISD (123456)	Role: <b>General Access</b> Authorizing Organization: <b>123456</b>

At the bottom, there are two buttons: 'Save Changes' (highlighted with a red circle) and 'Discard Changes and Return'.

9. A statement will display at the top of the page confirming the successful submission of your request.

The screenshot shows the 'My Accounts' tab selected. A green checkmark icon is followed by the text: 'Add request was successfully submitted with request ID 3787761226784645007.'

10. Your request will be routed for approval by the Authorizing Organization as well as the ECOS application owner at TEA. Once it is approved, it will display on your applications tab.

**Tip:** The authorizing organization name will display as a blue link. Click this link to access your ECOS entity account. The approved entity roles are displayed underneath.

The screenshot shows the 'Applications' tab selected. The application name is 'Educator Certification Online System for Entities'. Below this, the text reads: 'Educator Certification Online System for Entities'. There is a blue link for 'BIG TEXAS ISD' and the text 'Roles: General Access'. To the right of the link is a blue link labeled 'Add/Modify Access'.

# TEAL and ECOS Access Instructions for Entities

## I Need to Add or Remove a Role for My ECOS for Entities Account

Complete these steps only if you need to add or remove any Entity role to your existing ECOS for Entities access.

### ADDING A ROLE

1. From your Applications tab, click on the **Add/Modify Access** link to the right of your Entity ECOS link

**Applications**

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**Educator Certification Online System for Entities**

Educator Certification Online System for Entities

[Big Texas Institution](#) Roles: General Access [Add/Modify Access](#)

2. Click on **Add Access** on the Edit Account tab.

**Applications** **Edit Account** ✕

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Application Name:

**Educator Certification Online System for Entities**

User ID: **mary.texan**

\* Accesses: [Add Access](#) [Modify Access](#) [Remove Selected](#) [Refresh Access](#)

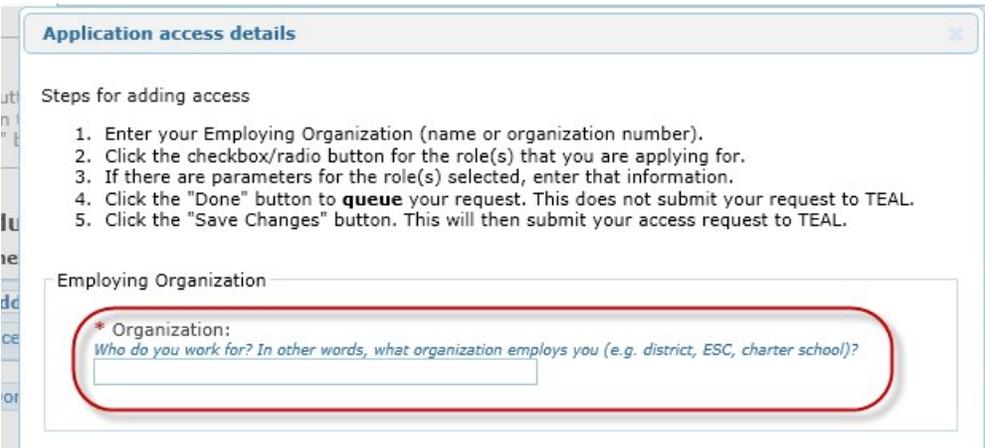
Access Stat	Employing Organization	Access Rights
Granted	Big Texas Institution	Role: <b>General Access</b> Authorizing Organization: <b>123456</b>

[Done](#)

## TEAL and ECOS Access Instructions for Entities

3. Enter your **Employing Organization** name or county/district number in the Application access details page. This should be the organization you work for.

**Tip:** As you begin typing a name or county/district number, the system will display a list for you. The more characters or numbers you provide, the more specific the list will be.



The screenshot shows a window titled "Application access details" with a close button. Below the title is a section "Steps for adding access" with five numbered instructions. Below that is a form section titled "Employing Organization" with a red-bordered input field. The input field has a red asterisk and the text: "\* Organization: Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?".

**Application access details**

Steps for adding access

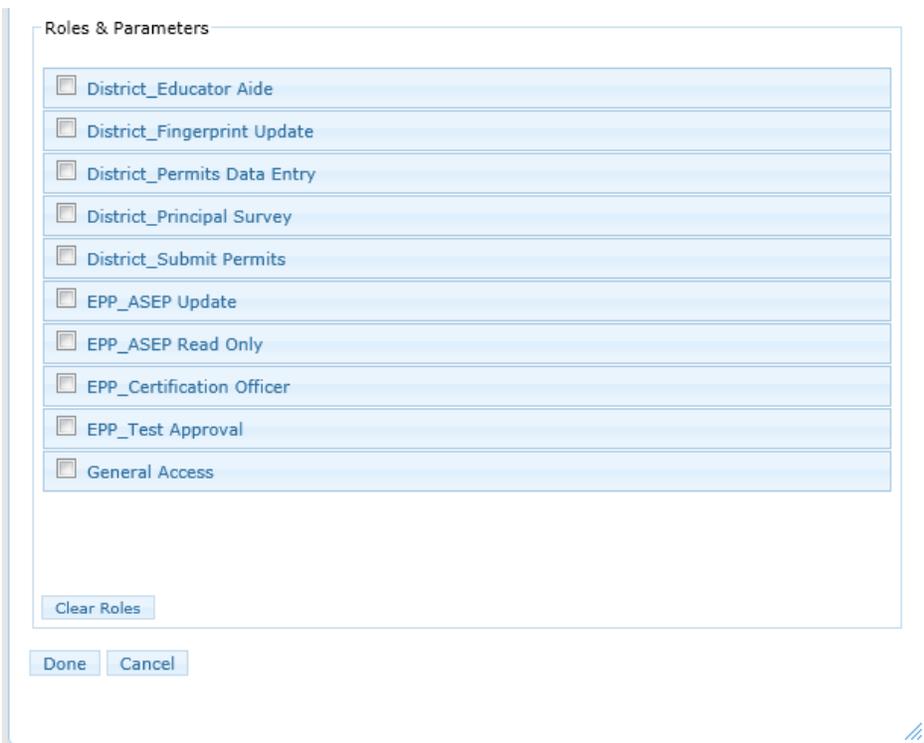
1. Enter your Employing Organization (name or organization number).
2. Click the checkbox/radio button for the role(s) that you are applying for.
3. If there are parameters for the role(s) selected, enter that information.
4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
5. Click the "Save Changes" button. This will then submit your access request to TEAL.

Employing Organization

\* Organization:  
Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?

**Tip:** You can [review a list of roles and descriptions](#) at the end of the document.

4. Under the Roles & Parameters section, you can select the Entity roles you need for the required functionality in ECOS.



The screenshot shows a window titled "Roles & Parameters" with a list of roles, each with a checkbox. Below the list is a "Clear Roles" button and "Done" and "Cancel" buttons.

Roles & Parameters

- District\_Educator Aide
- District\_Fingerprint Update
- District\_Permits Data Entry
- District\_Principal Survey
- District\_Submit Permits
- EPP\_ASEP Update
- EPP\_ASEP Read Only
- EPP\_Certification Officer
- EPP\_Test Approval
- General Access

Clear Roles

Done Cancel

## TEAL and ECOS Access Instructions for Entities

5. Check the boxes of the appropriate role that you wish to add to your Entity access. For each selected role, you will need to enter the **Authorizing Organization**. Once you have selected your desired roles, select **Done** at the bottom of the page.

**Tip:** The Authorizing Organization is usually the same as your employing organization. For those that need to access another organization's certification data (i.e. - ESCs assisting districts), this would be the name or county/district number of the other organization as they will have to authorize your access to their certification data.

General Access

**Description:**  
Allows entity access to the User Profile menu.

**\* Authorizing Organization:**  
(Whose data do you need to see? In other words, which organization's data do you need access to view or work with?)

**Comments:**

Clear Roles

Done Cancel

6. The Edit Account tab will display the new role(s) you requested. Click **Save Changes** at the bottom of the page to complete the submission of your request.

Applications Edit Account x

Application Name:  
**Educator Certification Online System for Entities**

User ID: **mary.texan**

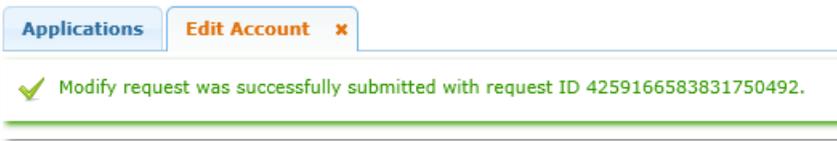
\* Accesses:

Access Stat	Employing Organization	Access Rights
Granted	Big Texas Institution	Role: <b>General Access</b> Authorizing Organization: <b>123456</b>
New	Big Texas Institution	Role: <b>EPP_ASEP Update</b> Authorizing Organization: <b>123456</b>

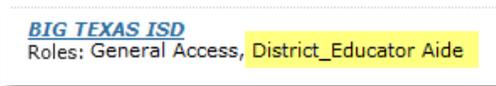
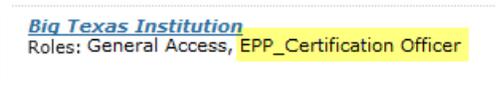
Save Changes Discard Changes and Return

# TEAL and ECOS Access Instructions for Entities

7. A statement will display at the top of the page confirming the successful submission of your request.

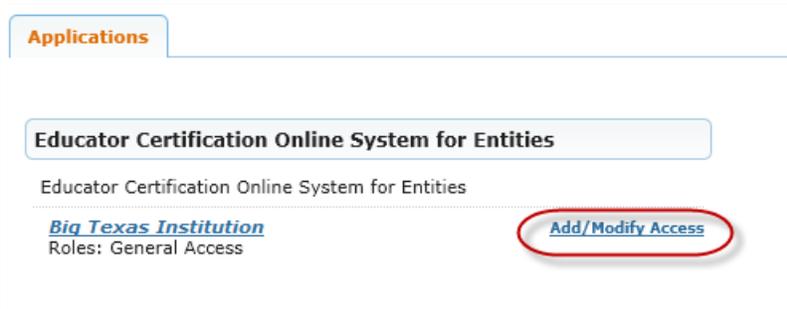


8. Your request will be routed for approval by the Authorizing Organization as well as the ECOS application owner at TEA. Once it is approved, the new role will display under your organization name Entity link on your Applications tab.



## REMOVING A ROLE

1. From your Applications tab, click on the **Add/Modify Access** link to the right of your Entity ECOS link



# TEAL and ECOS Access Instructions for Entities

2. On the Edit Account tab click on the access you want to change to select it. Then click on **Remove Selected**.

The screenshot shows the 'Edit Account' interface for the 'Educator Certification Online System for Entities'. The user ID is 'mary.texan'. Under the 'Accesses' section, there are four buttons: 'Add Access', 'Modify Access', 'Remove Selected' (circled in red), and 'Refresh Access'. Below these buttons is a table with columns for 'Access Stat', 'Employing Organization', and 'Access Rights'. The table contains one row with 'Granted' status, 'Big Texas Institution' as the employing organization, and two roles: 'General Access' and 'EPP\_ASEP Update', both with an authorizing organization of '123456'. At the bottom, there are 'Save Changes' and 'Discard Changes and Return' buttons.

3. You will be prompted to select the role(s) that you want to remove. Check the box next to the role(s) you want removed. Then click **Remove**.

The dialog box titled 'Which access role(s) do you want to remove?' contains a table with the following data:

Role Name
<input checked="" type="checkbox"/> EPP_ASEP Update
<input type="checkbox"/> General Access

At the bottom of the dialog, there are 'Remove' and 'Cancel' buttons. The 'Remove' button is circled in red.

4. Click **OK** to confirm that you wish to delete the selected access.

The confirmation dialog box titled 'Message from webpage' contains the text: 'Are you sure you want to delete this access?'. At the bottom, there are 'OK' and 'Cancel' buttons.

# TEAL and ECOS Access Instructions for Entities

- The Edit Account tab will display the removed role(s) you selected. Click **Save Changes** at the bottom of the page to complete the submission of your request.

Applications Edit Account x

Application Name:  
**Educator Certification Online System for Entities**

User ID: **mary.texan**

\* Accesses:

Access Stat	Employing Organization	Access Rights
Granted	Big Texas Institution	Role: <b>General Access</b> Authorizing Organization: <b>123456</b>
		Role: <b>EPP_ASEP Update</b> Authorizing Organization: <b>123456</b>

Save Changes Discard Changes and Return

- A statement will display at the top of the page confirming the successful submission of your request.

Applications Edit Account x

✓ Modify request was successfully submitted with request ID 4267847314510951806.

- On the Applications tab, click **Refresh Links** in the upper right corner. The removed role(s) should no longer display under your organization name Entity link.

# TEAL and ECOS Access Instructions for Entities

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## Entity Roles for ECOS

***District\_Educator Aide*** - Allows read and write access to the Educational Aide menu which includes "Educational Aide List", "Search for Educator", "Search Add/Edit Applicants". Allows Educator search and view capability.

***District\_Fingerprint Update*** - Allows read and write access to the Fingerprinting menu which includes "Certified", "Non-Certified", "Fingerprinting file upload", and "Upload Status". Allows Educator search and view capability.

***District\_Permits Data Entry*** - Allows read and write access to the Permits menu which includes "Permit List", "Apply for Emergency Permit", "Apply for Nonrenewable Permit", "Permit Information". Allows Educator search and view capability.

***District\_Principal Survey*** - Allows district HR staff to update the Principal Survey information and resources. Allows Educator search and view capability.

***District\_Submit Permits*** - Allows read and write access to the Permits menu which includes "Permit List", "Apply for Emergency Permit", "Apply for Nonrenewable Permit", "Permit Information". Allows Educator search and view capability.

***EPP\_ASEP Limited\**** - Allows limited read and write access to the User Profile menu, the Entity Change Address menu, and the ASEP menu.

***EPP\_ASEP Update\**** - Allows read and write access to all items under the ASEP menu. Allows Educator search and view capability.

***EPP\_ASEP Read Only\**** - Allows read and write access to the ASEP menu, but removes Save button from "Maintain Finishers" and "Add Finishers". Allows Educator search and view capability.

***\*Tip: EPPs should only request EPP\_ASEP Update or EPP\_ASEP Read Only. If both roles are approved, the Read Only role will override the Update role.***

***EPP\_Certification Officer*** - Allows read and write access to the Standard Certification and Probationary menus which include "Recommendation List" and "Search for Educator". Allows the ability to recommend applications for certification and to search and view Educator information.

***EPP\_Test Approval*** - Allows read and write access to the Test Approval menu which includes "Upload New Students/Test Approvals", "Upload Status", "Search Add/Edit Applicants", "Maintain Test List". Allows Educator search and view capability.

***General Access*** - Allows entity access to the User Profile menu. Allows Educator search and view capability.